



Reporting Instructions for AGR and SAGE Financial Report Updates for Financial/Business Staff

1. Obtain your username from the e-mail sent by DPI staff
2. Access the [AGR and SAGE Reporting Portal](https://apps4.dpi.wi.gov/SAGE_ENT/Login.aspx) (https://apps4.dpi.wi.gov/SAGE_ENT/Login.aspx)
3. Enter your username and password. If you forgot your password, please use the “Forgot Password” link in the blue bar across the top of the page to reset your password.

WISCONSIN
DEPARTMENT OF
PUBLIC INSTRUCTION

SAGE and AGR Entitlement

LOGIN | FORGOT PASSWORD

Login Page


User Name: 4444_5555

Password:

Sign In

4. Click “Sign In”

5. Select “Enter Data” to the right of “2016-17 Entitlement and Strategies Report”



SAGE and AGR Entitlement
User Name:
Selected School:
District:
Role:


DISTRICT PORTAL | SCHOOL PORTAL | CHANGE PASSWORD | REPORTING INSTRUCTIONS | LOGOUT

Reporting Portal

Reports	
Description	Required Action
2016-17 End-of-Year and Financial Reports	Enter Data
2016-17 Entitlement and Strategies Report	View Data Enter Data

NOTE: Once entitlement details are submitted, the form cannot be changed. Only submit your details when you are sure everything is correct.

6. Proceed past the instructions and updates after reading. A new button was added to the bottom-right corner which allows financial/business staff to bypass the AGR and SAGE programmatic questions in the End-of-Year portion of the report and proceed directly to the Financial portion of the report. A report contact person must be designated before proceeding.



SAGE and AGR Entitlement

User Name:
Selected School:
District:
Role:

DISTRICT PORTAL | SCHOOL PORTAL | CHANGE PASSWORD | REPORTING INSTRUCTIONS | LOGOUT

End-of-Year Report - Contact Information

General Information:
District Code:
District Name:
School Code:
School Name:


Contact Person:
First Name: Michael
Last Name: Dennison
Position Title: Grants Specialist at DPI
Phone Number (Area Code/No): 6082662489
Phone Extension:
Email: michael.dennison@dpi.wi.gov

New functionality allows financial/business staff to bypass the End-of-Year portion of the report.

Previous Save Next

Skip to Financial Report

- Click "Skip to Financial Report" to proceed to the updated financial section. Rather than splitting the Financial Report out into two sections, the Financial Report is now simplified so financial/business staff can enter all expenditures coded in the district ledger to the AGR or SAGE project.

Fund	WUFAR Function	WUFAR Object	Amount of State Aid
10R	000 000	650 SAGE or AGR Aid 2016-17	100,000
		Carryover from 2015-16 Help	0
		Total SAGE or AGR Aid for 2016-17:	100,000
<div style="border: 2px solid red; padding: 5px; display: inline-block;">Expenditures can now exceed revenue.</div> 			
Instruction:			
10E	(100 000 Series)	100 Salaries	250,000
		200 Employee Benefits	75,000
		300 Purchased Services	0
		400 Non-Capital Objects	10,000
		500 Capital Objects	50,000
		600 Other Expenditures	0
		Total Instruction:	385,000
Support Services:			
10E	(200 000 Series)	100 Salaries	15,000
		200 Employee Benefits	0
		300 Purchased Services	0
		400 Non-Capital Objects	0
		500 Capital Objects	0
		600 Other Expenditures	0
		Total Support Services:	15,000
Total State Aid Expenditures:			400,000
SAGE or AGR Aid Carrying Over to 2017-18:			0

- Click "Save" to complete the financial portion of the report.